



Example of Security Administrator Job Description

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Our company is growing rapidly and is looking for a security administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for security administrator

- Electronic Access Control System database administration, configuration and integrity of the enrolling, modification and deleting process of cardholder records including facilitating the Restricted Area Manager program
- Maintain and track essential
- Lock and Key Access Control System database administration, configuration and integrity of the enrolling, modification and deleting process of key holder records
- Maintain inventory of Badge and Key related materials in a neat and orderly manner
- Monitor and optimize database instances using available administration tools, scripts, and utilities
- Apply, and ensure compliance with, all appropriate CN IT standards (Security, Architecture, Project Delivery Methodology, SOX)
- Track and maintain clearances via JPAS for 2 CAGE codes
- Deliver end to end clearance application process for both major projects and individual clearance applications
- Chase delayed applications, responses, references etc for all clearance cases
- Ensure accuracy of documentation received from employees, following up on any omissions before forwarding paperwork to the clients or other contracting authorities

Qualifications for security administrator

- Bachelor's Degree in MIS or Computer Science OR High School Diploma + 4 years of equivalent experience
- 2+ years of Active Directory administration experience
- Industry certifications such as, MCITP, A+, Net+, MCDST, SSCP
- Scripting skills, Visual Basic, MS PowerShell
- Technical background with primary focus on security aspects (not mandatory)